

INTERAGENCY CLASSIFICATION REVIEW COMMITTEE
WASHINGTON, D.C. 20408

TO: Central Intelligence Agency Information
Review Committee
c/o Assistant to the Director
Central Intelligence Agency
Washington, DC 20505

FROM: William L. Brown
Executive Director

SUBJECT: Data Index System Progress Report

Section VII of the National Security Council Directive Governing the Classification, Downgrading, Declassification, and Safeguarding of National Security Information dated May 17, 1972, states that each Department originating classified information or material shall undertake to establish the data index system provided for in that section no later than July 1, 1973. The purpose of the data index is to pursue the objectives of Executive Order 11652 to establish a credible and sound security classification system.

The primary objectives of the system are (1) to facilitate better management of classified documents by each Department; in particular, to provide a manual or automated system of identifying and locating classified documents either scheduled for declassification or for periodic classification review, or as requested by the Departmental Review Committee, the Interagency Classification Review Committee (ICRC) or pursuant to Sec. 5 of Executive Order 11652; (2) to monitor implementation of Executive Order 11652 by drawing upon the information (data elements) within the data index in response to periodic or other report requirements; (3) to facilitate inspection as to proper marking and as an aid in evaluating the need for classification authority; (4) to insure better protection for classified information and material, and (5) to facilitate public access to information as it becomes declassified. On January 23, 1973, a detailed Letter of Instruction for the data index system which was signed by Ambassador Eisenhower, former Chairman of the ICRC, was sent to each Departmental Review Committee.

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In continuing to meet its responsibilities to assist the National Security Council in monitoring implementation of Executive Order 11652, the ICRC requests that your Department submit a progress report to the ICRC on the status of your departmental Data Index System as of December 31, 1973. The report should include such information as (1) a brief narrative report describing the system as it is now operating including the types of categories selected for information having sufficient historical or other value which would require preservation, (2) the use being made of the system, (3) whether the system is effective in meeting the objectives of the Executive Order or not and, if not, what changes, consistent with established requirements, your Department plans in order to make it effective, and (4) whether the system is in full operation or not, and if not, an estimated date for full operation.

Please submit the subject report to the ICRC no later than January 28, 1974. If you should have any questions, please call the ICRC office at 962-0411.

STATINTL

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